Request for HQEIS and/or IEIS Access

Complete this form, sign and return by fax or e-mail (with digital signature) to:

CONUS USERS		**EUROPE USERS for IEIS requests only**
HQDA OACSIM, DAIM-MD		Miriam Ray
Fax: 703 428-7541	**OR**	DSN 370-7591
IEIS@hqda.army.mil		**Miriam.Ray@ima-e.army.mil**
HQEIS@hqda.army.mil		

Access Privileges:

HQEIS access is available to Military and Civil Service personnel, and staff contractors of Army organizations. Contractors shall submit their request through their Contracting Officer's Representative (COR).

IEIS is available to installation staff and support contractors with approval from installation IFS SA. IMA and region personnel must get installation approval.

NOTE: All users must have an AKO email address before they are provided access to either HQEIS or IEIS.   Upon approval of the Request Form, you will be notified **by e-mail** that you have been provided access.

Access is for (check one or both):

HQEIS ____

IEIS ____   If you belong to the IMA or a region you must get permission from each of the Installation's before you will be granted access. A list of installation POC's can be provided upon request. Those installations must notify us that you can have access.

Name (Last, first, middle) _____

Office E-mail address : _____

AKO E-mail address _____

Office Phone No. : _____ DSN No:_____

Organization_____ Office Symbol _____

Address Line 1 _____

Address Line 2 _____

City_____State or Country _____ Zip Code _____

US Government: Civilian   Military   Government Contractor   (please check one)

HQEIS and/or IEIS Access Request Form

If __Government contractor__, the following must be filled in by your COR:

COR's Name (Last, first, middle) _____

Office E-mail address: _____

AKO E-mail address: _____

Office Phone No: _____ DSN Phone _____

Organization _____ Office Symbol _____

Address Line 1 _____

Address Line 2 _____

City_____ State or Country _____ Zip _____

EIS REGISTRATION AGREEMENT

The guidance from the OACSIM Office for downloading of data from the EIS Website is as follows:

- The undersigned understands that the information available from the UNCLASS Website is FOUO and must be protected as such at all times.
- The undersigned agrees to provide for the security of this data with at least 128-bit software encryption as currently provided by the Website.
- The undersigned agrees not to release this data via an unclassified network.
- The undersigned agrees to only store data on a machine that can store FOUO data.
- The undersigned agrees not to release this data to anyone outside of his or her immediate organization without the express permission of the OASCIM office.
- The undersigned agrees that if the need arises within his or her immediate organization to transmit the data across a network once it is downloaded, it must be accomplished as encrypted data through the NIPRNET.
- The undersigned agrees to download data from DoD on site-approved machines (home work stations are not authorized).
- The undersigned **agrees NOT TO SHARE logins and passwords**.

Print Your Name:_____

Signature: _____ Date: _____

For IEIS Access

Installation IFS SA's Name: _____

Signature: _____ Date: _____